Faculty – FAQ about Academic Internships

How can I best prepare a student to complete an academic internship?

One way to prepare a student for an academic internship is by encouraging him or her to participate in the Sophomore Experiential Learning (SEL) program, a 3-5 day (20- to 40-hour) job shadowing program that allows a student to learn about a career field by observing a professional in the workplace. Students may also participate in Professional U workshops to learn about topics, such as career networking, creating a resume or business etiquette. Husky Road Trips provide students the opportunity to visit and tour an organization in a career field of interest.

How does my student find an academic internship?

Students may locate academic internship opportunities by:

- Searching Husky Career Link at [www.bloomu.edu/careers](http://www.bloomu.edu/careers) for current internship postings by employers. Opportunities are also announced through the Professional U Newsletter and Twitter and through student email communications.
- On their own by networking with family, friends or BU graduates in a career field of interest
- Through faculty or departments
- Through research

Can students obtain financial assistance to help offset the cost of participating in an academic internship?

Yes. Students may apply for a Professional Experience Grant. Details about these grants and the application process may be found at [www.bloomu.edu/professionalu](http://www.bloomu.edu/professionalu)

What documents are required to enroll a student in an academic internship?

For a student to be enrolled in an academic internship the internships application (509 form) must be completed and there must be a signed Affiliation Agreement between Bloomsburg University and the organization hosting the student intern.

What is an affiliation agreement?

An affiliation agreement is a basic legal document between Bloomsburg University and an organization that is usually signed for a 5-year period. An Affiliation Agreement must be signed before a student begins an academic internship and may earn credit for that internship. BU currently has Affiliation Agreements in place with about 1,800 organizations. To find if an organization where a student wants to complete an academic internship already has a signed agreement with BU, search the A-Z listing for partners. If an Affiliation Agreement does not exist, you may request one by completing this form: [Request for Affiliation Agreement](http://www.bloomu.edu/professionalu)
What is a 509 Form?

The internship application (509) form is the official application to enroll a student in an academic internship. Section 1 is completed by the student. Section 2 is completed by the faculty instructor and the department chair. Section 3 is completed by the dean of your college. Forms completed for fall and spring sessions are sent to Academic Internships at the Center for Professional Development and Career Experience, 201 Warren Student Services Center. Forms completed for summer or winter sessions are sent to Karen Murtin, AS coordinator 143 SSC.

What is a state authorization agreement?

A state authorization agreement is related to distance learning and also may be needed for students enrolled in higher educational institutions in one state to participate in educational activities in another. Please contact Mary Nicholson at mnichols@bloomu.edu with questions related to state authorization agreements. To request an agreement, complete this form: Request for State Authorization